REVIEWER GUIDE TO CSR-eCD

Step 3: USING CSR eCD FILES - MAC USERS - SAFARI BROWSER

- 1) Open Safari. Note that there is no need to be connected in the Internet to use the eCD.
- 2) Once Safari is opened, click on File.
- 3) When the options under File opens, click on "Open File" (the third option from the top)
- 4) Now navigate to the folder where the eCD was extracted and saved. Figure 4 displays navigation to the desktop and selection of the folder 201005-PTHE. The sub-folders and the files contained in this folder are shown in the small window in the right side.

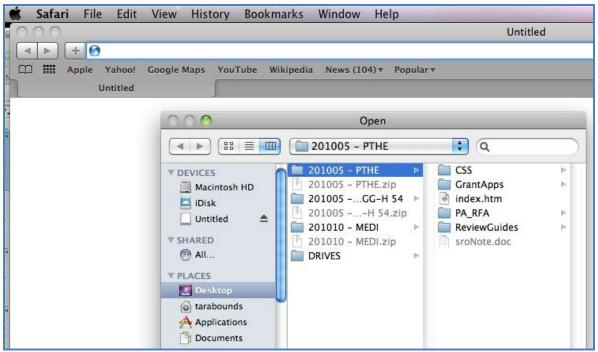


Figure 4- Selection of file to open with Safari.

- 5) Select the file index.html. Preview will show a picture of the file content. Choose "Open" by clicking on it.
- 6) The list of guidelines and list of applications sorted by PI name will open and available for users to open and read. Figure 5 shows the list of guidelines and applications as it would look when you open it. Note that the guidelines will be specific for the mechanisms the study section you are participating requires. Thus, for a small business study section only small business guidelines will be included. For a fellowship application only guidelines for fellowship will be included.

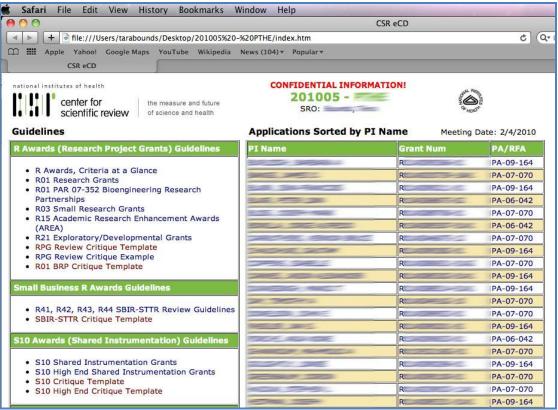


Figure 5 - List of applications and guidelines as displayed when a CSR eCD is open.

- 7) To open and application file choose the application you want to read and click on it
- 8) Preview will open and let you know that the file is secure and need a password to be open. If you open the file in Preview the application file will open but no bookmark will be available. If you have Adobe Reader or Adobe Acrobat installed you can open the pdf with them by clicking in the option "Open with pdf" available in the bottom of the Preview screen. Figure 6 displays the Preview screen and the option to open in as pdf is highlighted with a blue square.

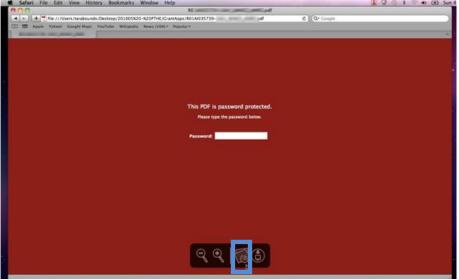


Figure 6 - Preview screen allowing to open the secure file (option to open with pdf highlighted in blue.

9) If you select to open with Acrobat, a small window will appear asking for the password. Type in the password provided by the SRO and the file will open to open the application file. Appendices, if submitted with the application, and previous summary statements, when the application is a resubmission, are included in the application file. Figure 7 shows the first page of an application opened with Acrobat. Note that the appendices and the previous summary statement are added as a link in the bottom of the bookmark view.

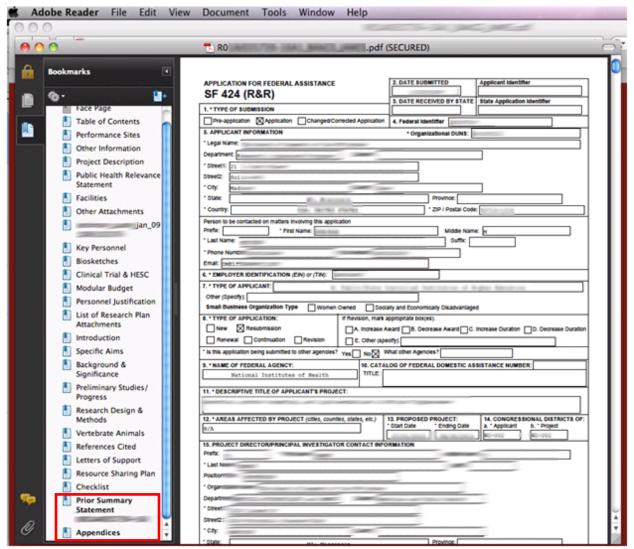


Figure 7 – Application open with Acrobat. Note appendices and prior summary statement in the bottom of the bookmarks.

Note for Safari users: If you have AdobePFViewer.plug-in installed in your computer and it is set for 32-bits, you can open pdf files directly by clicking on it. To check if you have AdobePFViewer.plug-in installed, open the Macintosh HD, open the folder "Library" and then open the "Internet Plug-ins" folder. The AdobePFViewer.plug-in should be included in this folder.

To check if you have Safari configured for 32-bits, click on "File" in the Finder area. Click on the "Find" option. When a window with options opens, click on "Applications" under "Places" and choose Safari under the list of applications (See Figure 8). Now, click on "File" and select "Get Info". A small and narrow

window will be available showing the settings for Safari (see Figure 9). The option "Open in 32-bit" should be selected for pdf files to open directly by clicking on the file name (highlighted by a red box in the screen shot).



Figure 8 - Finding Safari among the applications.

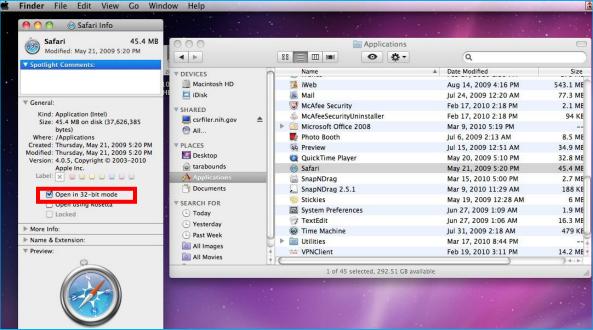


Figure 9 – Safari info available when "Get Info" under File is clicked after Safari is selected.

A Word about Word files and Safari browsers:

There are a few Word files included in the guidelines. The critique template is also a Word file. These files do not open automatically by clicking on their links. When the link is clicked the folder where the file is saved will open and the file will be highlighted. Click on it to open.